



**DEPARTMENT OF WATER AND SANITATION**

**NOTE:** Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document. No late, faxed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

- APPLICATIONS** : Potchefstroom Area Office Please forward your application, quoting the post reference number, to: The Acting Area Manager, Department of Water and Sanitation, Private Bag x 936, Potchefstroom, 2520 or Hand deliver at 126 Chris Hani Street, Potchefstroom, 2520. For attention: SM Mkgosi
- CLOSING DATE** : **28 February 2020 TIME: 16:00**
- POST** : ADMINISTRATIVE CLERK SUPERVISOR REF NO: 280220/05
- BRANCH** : CHIEF OPERATIONS OFFICE - GAUTENG
- SALARY** : R 257 508 per annum (Level 07)
- CENTRE** : Potchefstroom Area Office
- REQUIREMENTS** : A Senior / Grade 12 certificate or equivalent qualification. Three (3) to five (5) years' experience required in Supply Chain Management / Financial management. A valid driver's license (Attach copy). Knowledge and experience of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge and insight of human Resources prescripts. Knowledge of working procedure in term of the working environment. Working knowledge of financial operating systems (PERSAL, BAS, LOGIS, SAP etc.). Basic knowledge and understanding of the legislative framework governing the Public Service. Good Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analytical skills.
- DUTIES** : Supervise subordinates and provide supply chain clerical support services within the component. Provide training to the internal clients regarding SCM processes and procedures. Attend to enquiries related to SCM. Release purchase orders and purchase requisitions on SAP. Check purchase requisitions for correctness, completeness and sign the requisition documents. Administer contracts. Maintain and update contract register to ensure transparency and record keeping. Compile audit reports. Check documentation for correctness and sign order document. Conduct quarterly reviews for subordinates and submit them within the provided timelines. Check and maintain goods register. Identify redundant and obsolete stock
- ENQUIRIES** : Mr. S. Msayi, Tel No: 018 294 9300